

# **TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT**

**Department of Transportation & Public Facilities**

**Airport Leasing & Property Management**

**PO Box 196960, Anchorage AK 99519-6960**

**Phone: 907-266-2420 ♦ Fax: 907-266-2458**

## **INSTRUCTIONS AND INFORMATION FOR LAND LEASE APPLICATION**

All lease, permit and use applications for land (including term extensions) must be accompanied by a \$100.00 non-refundable application fee (Government agencies are exempt). Checks should be made payable to "State of Alaska."

The State reserves the right to return incomplete applications or request additional information. Lease applicants are encouraged to review 17 AAC 42.200-42.245 for help in understanding the regulations that govern the Airport's lease application review process.

### **Please complete the application according to the following instructions:**

1. & 2. Applicant Information: For commercial applicants, the name in Item 2 must match the business license, corporation, or other certificate name.

3. Description of Property and Term Requested: The term length for land leases is usually established on the use of the premises and the dollar amount of improvements which the applicant proposed to construct on the premises during the initial years of the lease. Improvement completion deadlines are specified in each lease. The deadlines usually allow one construction season for short-term leases and two seasons for longer term leases. Failure by the applicant to complete the proposed improvements by the deadline specified in the lease constitutes grounds for cancellation.

4. Business Information: Check only one box and attach copies of your business license, corporate or LLC certificate, Articles of Organization or Incorporation (with latest meeting minutes showing officers, current signatory authority), and/or partnership agreement (can be for private or commercial and must show who has signatory authority for the partnership). Businesses need to be registered with the State of Alaska in order to enter into a lease or permit.

5. Requested use(s) of the property: List all intended uses. Be sure to check appropriate fuel boxes and describe all tanks, including mobile fuelers. If hazardous materials are to be stored or used on the Premises, applicant must state so on the application and provide a plan for storage of all such materials with the application. If petroleum products are proposed to be stored or dispensed on the Premises, you will be required to submit a spill prevention and response plan prior to commencing operations.

6. Existing Lessee Information: Check yes only if you are a current lessee under a lease that is subject to AS 02.15.090(c). Check your preference of either an extension of your existing lease or a new lease for the same premises. If you believe your application is eligible for consideration without competition under AS 02.15.090(c) (see below), provide a justification for that belief in the space provided.

7. Competing Application: If this application is being filed in response to a public notice, mark yes and fill in the ADA number and premises description from the notice.

8. Improvements: Check the appropriate box and complete as indicated. Please note that only approved permanent improvements qualify toward determination of lease term. Improvement completion deadlines are specified in each lease. *Failure by the applicant to complete the proposed permanent improvements by the deadline specified in the agreement constitutes grounds for cancellation of the lease.*

9. Aircraft and Commercial Aviation Information: List all aircraft to be based at the premises.

10. Name and Signature: Sign your application and print your name, company name, title and the date.

11. Application Checklist: Check attachments to be sure all required items are submitted:

- a. \$100.00 non-refundable application fee (except for exempt government agencies). Checks should be made payable to "State of Alaska". Applications submitted without a filing fee may not be processed.
- b. Sign and date the application.
- c. Site plan drawing (see attached Sample Site Plan).
- d. Method of financing proposed improvements and proof of financial responsibility.
- e. Business License or other requested business documentation
- f. Questionnaire for Land Lease Application

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**OTHER:** Pursuant to 17 AAC 42.125, leases may include a percentage of gross business sales charge or be competitively offered.

**INSURANCE:** In most cases, the lessee is required to carry adequate insurance to protect both the lessee and the State against comprehensive public liability and property damage. The terms and limits of the insurance requirements will be based on the risks relative to the lessee's operations. This may include:

- ◆ Comprehensive automobile coverage which covers all owned, hired, and non-owned motor vehicles. This policy shall contain a waiver of subrogation clause precluding the insurance carrier(s) from seeking compensation from the State.
- ◆ Comprehensive general liability, including premises, all operations, property damage, products (if applicable), and personal injury and death, broad-form contractual. This policy shall name the State of Alaska as additional insured.
- ◆ Hangar Keeper's legal liability in an amount not less than the most valuable aircraft in the Lessee's care custody or control on the premises. This policy shall name the State of Alaska as additional insured.
- ◆ Aircraft/aviation, including passenger liability. This policy shall name the State of Alaska as additional insured.

(It is suggested that the applicant investigate the cost of such coverage prior to making application for lease.)

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**SPECIAL NOTE TO UTILITY PERMIT APPLICANTS**

Applications for permits for utility installations (telephone, electric, gas, sewer and water lines) on State operated airports must be submitted to: State of Alaska, Department of Transportation and Public Facilities, Central Region, PO Box 196900, Anchorage AK 99519-6900 (907- 266-1522). Such applications must be made using a Utility Permit Application form available from that office. (\$100.00 application fee not required.)

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**AS 02.15.090(c) (Applies to land lease only.)**

**Title 02.AERONAUTICS**

**Sec. 02.15.090. Operation and use privileges.**

(c) Notwithstanding the right of the public to rightful, equal, and uniform use under (a) of this section, before the expiration of a land lease, including the termination of a lease in holdover status, entered into under this section, the lessee may apply for a new lease, or for an extended term under the existing list, for the same land. The commissioner shall approve the application for a new land lease or for an extended term under this section without offering the land to other persons for leasing if

- (1) the lessee is in compliance with the terms and conditions of the existing or holdover lease; and
- (2) the continued use of the leasehold is consistent with written airport operation policies and is in the state's best interest.

For a complete copy of Title 2 of the Alaska Statutes, go to the following website:

**ADDITIONAL QUESTIONS TO GO WITH APPLICATION FOR LAND LEASE**

**Please complete the following form and return with application to Airport Leasing.**

1. If incorporated, list incorporation status and officers: \_\_\_\_\_

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2. List name, address, telephone, and fax of the individual(s) authorized to negotiate and execute a lease agreement with the Airport on behalf of the corporation: \_\_\_\_\_

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3. Explanation of the need to be on the Airport and use of the requested parcel including:

A. Statement addressing the business need specific to an Airport location. What percentage of your business is directly related to the airport (i.e. freight forward, airline support).

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B. Have locations off the Airport been considered? If yes, briefly explain why they are unsuitable.

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C. List business factors/advantages of an Airport location, including foreign trade zone and tax advantages, if applicable.

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D. Brief description of proposed operations stating relationship to specific requested authorized uses.

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E. Will there be product assembly or repair? If yes, briefly describe.

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F. If warehouse activities are proposed, list the percentage of warehouse activity requiring movement of goods within the following periods: 12 hours \_\_\_\_\_ 48 hours \_\_\_\_\_ 7 days \_\_\_\_\_ longer than 7 days \_\_\_\_\_

4. If proposed development of improvements are phased, describe phasing in terms of function and operations, cost, and time.

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TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT  
STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
AIRPORT LEASING & PROPERTY MANAGEMENT  
PO Box 196960, Anchorage AK 99519-6960  
Phone: 907-266-2420 Fax: 907-266-2458

**LAND LEASE APPLICATION**

<b>1. Name and Mailing Address of Applicant:</b>  Name: _____ Address: _____ _____ _____ Phone: (       ) _____ FAX: (       ) _____ e-mail: _____ Name of Contact Person: _____	<b>2. Name to Appear on Lease:</b>  Name: _____ Address: _____ _____ _____ Phone: (       ) _____ FAX: (       ) _____ e-mail: _____						
<b>3. Description of Property and Term Requested:</b> Lot(s) _____ Block(s) _____ Other* _____ Term Requested: _____ Starting Date: _____  *Attach location map.	<b>4. If Applicant is a business, indicate which type below and provide documentation as required in the instructions.</b>  <table style="width: 100%;"><tr><td><input type="checkbox"/> Individual</td><td><input type="checkbox"/> Partnership</td></tr><tr><td><input type="checkbox"/> Corporation</td><td><input type="checkbox"/> Limited Liability Company (LLC)</td></tr><tr><td><input type="checkbox"/> Government</td><td><input type="checkbox"/> Other _____</td></tr></table> <i>Are you registered to do business in the State of Alaska?</i> <div style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</div>	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Government	<input type="checkbox"/> Other _____
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership						
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)						
<input type="checkbox"/> Government	<input type="checkbox"/> Other _____						
<b>5. List all activities or business functions proposed (attach additional pages as needed):</b>  _____ _____ _____ _____ _____ _____ _____ _____ _____ _____  <div style="display: flex; justify-content: space-between;"><div>Do you plan to store/dispense or handle fuel?: Do you plan to sell fuel (commercial use only)?</div><div><input type="checkbox"/> Yes      <input type="checkbox"/> No <input type="checkbox"/> Yes      <input type="checkbox"/> No</div></div> For right-of-way application, attach a drawing that shows the proposed route and describe the right-of-way type below: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> A road or taxiway: Driving surface width: _____</div><div>Surface type: <input type="checkbox"/> Gravel    <input type="checkbox"/> Asphalt Paved</div></div> <div><input type="checkbox"/> Other type right-of-way (describe): _____</div>							

6. Is this application being filed under AS.02.15.090(c), which provides for a current lessee to apply for a new lease, or for an extended term of an existing lease, for the same land without competition? ☐ Yes ☐ No

Are you requesting: a ☐ Term extension; OR a ☐ New lease (check one)

If yes, please provide the following: Lease Number: ADA-\_\_\_\_\_ Expiration Date: \_\_\_\_\_

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is this intended to be a competing application in response to a current Public Notice?: ☐ Yes ☐ No

If yes, provide the following: Lease/Permit No.: ADA-\_\_\_\_\_ Property Description: \_\_\_\_\_

8. Do you plan to construct or place improvements on the Premises?: ☐ Yes ☐ No (if Yes, please complete the following items)

Estimated total value of proposed improvements when completed: \$ \_\_\_\_\_

How do you propose to finance the improvements? \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_

Describe proposed improvements and type(s) of construction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach a site plan showing all dimensions (refer to example on reverse side of Application Instructions.)

9. Type and number of aircraft which will be operated from the terminal in conjunction with use of the area:

	Under 6,500#	6,500-12,500#	12,500-25,000#	25,000-200,000#	200,000# & over
Fixed Wing Aircraft:					
Rotary Wing Aircraft:					

10. Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

11. BEFORE SUBMITTING YOUR APPLICATION, HAVE YOU:

- Enclosed the \$100.00 nonrefundable application fee?
- Completed and signed the application?
- Attached required drawings and documents?
- Provided the proposed method of financing improvements?
- Provided Business License or other requested business documentation?

**UNSIGNED OR INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

